

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 21, 1979

ALL-COUNTY LETTER NO. 79-11

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATISTICAL REPORTING OF EMERGENCY LOANS

REFERENCE: DIVISION 26, SECTION 215 - 215.90

This All-County Letter transmits several revisions to the ABD 215 (Emergency Loans - Monthly Statistical Report). These revisions were necessitated due to recent state legislation (SB 1631, Marks) as noted in All-County Information Notice I-123-78, dated December 12, 1978.

Statistical report form ABD 215 has been modified to incorporate reporting data on RSDHI (Retirement, Survivors, Disability and Health Insurance) loans in addition to SSI/SSP (Supplemental Security Income/State Supplemental Program) loans. The counties are now requested to report the total number of loans denied; however, the loan amount is unnecessary. These data will provide information to the Adult Program Management Branch necessary to determine movement in the Emergency Loan Program.

The counties are no longer required to report data on cumulative totals, and the form revision reflects this change.

It is important to note that loans made for either or both a missing SSI/SSP or RSDHI check are to be counted as separate loans for reporting purposes. For example, a loan is made for a missing SSI/SSP check and a missing RSDHI check; two loans are to be noted in Line Item 1, Column (1) with the total amount of both loans to be noted in Line Item 1, Column (2). The necessary breakdown is to be reported in Subitems 1a and 1b, Columns (1) and (2). Additionally, this method of reporting is to be followed as required elsewhere on the revised form.

The use of this revised report is effective with the March 1979 report month. A Manual Letter is presently being developed and will be distributed at a later date. A supply of the form ABD 215 (rev. 3/79) will be mailed to the counties at a later date. In the meantime, duplicate the attached copy to meet your needs.

Should you have any questions regarding the form or instructions, please contact the Statistical Services Bureau at (916) 322-2230.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. E. Reich'.

R. E. REICH
Deputy Director

GEN 654 (7/78)

26-215 EMERGENCY LOANS - MONTHLY STATISTICAL REPORT
 (FORM ABD 215)

26-215
(FORM ABD 215)

26-215.01 CONTENT

26-215.01

This report provides information concerning the Emergency Loan Program. It includes data regarding approval of loans, repayment of loans, loan reimbursement, and outstanding loans. (Reference: EAS 46-335)

26-215.02 PURPOSE

26-215.02

The purpose of this report is to provide the department with information on the operation of the Emergency Loan Program so that the Department of Social Services is able to monitor changes in the magnitude of the loan program as well as the extent to which loans are not collectible.

26-215.03 DISTRIBUTION

26-215.03

Data from this report will be compiled for the Adult Program Management Branch, county welfare departments and other interested agencies and individuals.

26-215.04 DUE DATE

26-215.04

Reports are to be received in Sacramento not later than the 20th calendar day following the report month. Send the report to:

Department of Social Services
Statistical Services Bureau
744 P Street, Mail Station 12-81
Sacramento, California 95814

26-215.10 INSTRUCTIONS

26-215.10

All money amounts should be reported to the nearest whole dollar.

If a cutoff date earlier than the last working day of the month is adopted for this report, the same date should be used for each month's report.

1. Loans Approved this Month - Enter the number and dollar amounts of loans approved during the month. A loan is counted as approved when the recipient has presented a properly prepared and signed "Emergency Loan Referral and Notice of Intended Action and Right to Request a Fair Hearing" (Form SSP 2) from the SSA District Office, and completes a "Request for Emergency Loan and Declaration Under Penalty of Perjury" (Form SSP 3). If a person receives one loan for a missing SSI/SSP (Supplemental Security Income/State Supplemental Program) check and another loan in the same month for a missing RSDHI (Retirement, Survivors, Disability and Health Insurance) check, two loans are to be counted. The number and dollar amount entries for Line Item 1 should equal the sums of the corresponding entries for Line Items 1a and 1b.

NOTE: SSI/SSP recipients are eligible for emergency loans in instances of nonreceipt of their Title II (RSDHI) and/or Title XVI (SSI/SSP) checks up to a combined maximum of \$250.

- 1a. SSI/SSP loans - Enter the number and dollar amounts of loans approved during the month due to nonreceipt of a SSI/SSP check.
- 1b. RSDHI loans - Enter the number and dollar amounts of loans approved during the month due to nonreceipt of a RSDHI check.
2. Loans denied this month - Enter the number of loans denied during the month. If a person applies for both a SSI/SSP and a RSDHI loan, and both are denied in the same month, enter two denied loans in Line Item 2.
3. Details of Loans Approved this Month - Classify each loan into one of the five amount ranges, a through e, according to program loan is made for, and enter resulting totals (Number of Loans) in respective program sub-columns in Column (1). The sum of the entries in Line Items 3a through 3e should equal the entry in Line Item 1, Column (1).
4. Loan Repayments During the Month, Total - Enter the number and dollar value of loan repayments during the month. If a person makes more than one repayment during the month on a given loan, he should be counted only once (report the repayment in Column (1) and the sum of the dollar amounts in column (2)). If an individual has more than one loan and repays one entirely and another partially, a repayment (and corresponding dollar amount) would be reported in Line Items 4a and 4b. In the case of a loan fully repaid (during the particular month) for which the recipient has made partial repayment, then defaulted and the State completes the repayment, if the recipient has repaid half or more of the total loan, it should be counted as a loan fully repaid by the recipient in Line Item 4a (1), Column (1). Otherwise, it is counted as a loan fully repaid by the State in Line Item 4a (2), Column (1). Amounts repaid during a particular month on a fully repaid loan, however, should be credited exactly according to source - the amount repaid by the recipient during the month should be counted under Line Item 4a (1), Column (2) and the amount repaid by the State during the month under Line Item 4a (2), Column (2). The number and dollar amount entries for Line Item 4 should equal the sums of the corresponding entires of Line Items 4a and 4b.
- 4a. Loans fully repaid - Enter the number and dollar amount for those loan repayments during the month which fully repay the existing loan balance. The number and dollar amount entires for Line Item 4a should equal the sums of the corresponding entries for Line Items 4a (1) and 4a (2).
- 4a (1) By recipients - Enter the number and dollar amount for those Line Item 4a loan repayments made by recipients.
- 4a (2) State reimbursement - Enter the number and dollar amount for those Line Item 4a loan repayments resulting from state reimbursement. The number and dollar amount entries for Line Item 4a (2) should equal the sums of the corresponding entries for Line Item 4a (2) (a) and 4a (2) (b).

4a (2) (a) SSI/SSP loans - Enter the number and dollar amount for those Line Item 4a (2) loan repayments made during the month on SSI/SSP loans.

4a (2) (b) RSDHI loans - Enter the number and dollar amount for those Line Item 4a (2) loan repayments made during the month on RSDHI loans.

4b. Loans partially repaid - Enter the number and dollar amount for those loan repayments during the month which partially repay the existing loan balance.

NOTE: When loan repayments are made on an installment basis, such repayments should be reported as in the following example, which assumes a \$75 loan repaid in three installments of \$25 each.

	<u>Line Item 4a</u>	<u>Line Item 4b</u>
1st month		\$25
2nd month		\$25
3rd month	\$25	

If a recipient makes a subsequent repayment on a loan for which the state has already made reimbursement, the county should NOT report the repayment on this form. At such time as the county submits a request for repayment, the actual number of loans should be shown in Line Item 5, Column (1), and the amount less any credit adjustments should be shown in Line Item 5, Column (2).

EXAMPLE 1

The county has carried a credit amount of \$100 on their books. One loan in the amount of \$150 has not been repaid by a recipient. The county then submit a request for reimbursement in the amount of \$50. The county is to report one loan in Line Item 5, Column (1), and the amount of \$50 in Line Item 5, Column (2). At which time reimbursement is made by the state, the county is to report one loan in Line Item 4a (2), Column (1), and the amount of \$50 in Line Item 4a (2), Column (2). A credit amount of \$0 remains.

EXAMPLE 2

The county has carried a credit amount of \$100 on their books. One loan in the amount of \$75 has not been repaid by a recipient. The county does not submit a request for reimbursement in this case since the credit amount exceeds the loan amount. The county is to report one loan in Line Item 5, Column (1), and the amount of \$0 in Line Item 5, Column (2). In addition, the county is to report one loan in Line Item 4a (2), Column (1), and the amount of \$0 in Line Item 4a (2), Column (2). A credit amount of \$25 remains to be applied against future requests for reimbursement.

5. Loans Submitted to State for Reimbursement this Month - Enter the number and outstanding balance amount of loans for which claims for reimbursement were submitted to the state during the report month. For those loans which have been partially repaid by the recipient prior to their submission in the current month to the state for reimbursement, enter only the amount which the county has requested to be reimbursed, not the amount of the original loan. The number and dollar amount entries for Line Item 5 should equal the sums of the corresponding entries for Line Items 5a and 5b.

5a. SSI/SSP loans - Enter the number and amount of Line Item 5 SSI/SSP loans.

5b. RSDHI loans - Enter the number and amount of Line Item 5 RSDHI loans.

6. Loan Balances Outstanding, End of Month - Enter the number of separate loans with a balance outstanding (not the number of persons owing on outstanding loans) at the end of the month and the outstanding balance amounts. Classify each loan into one of the three time periods, a through c, and enter resulting totals. The number of dollar amount entries for Line Item 6 should equal the sum of the corresponding entries for Line Items 6a, 6b and 6c.

6a. Less than 30 days - Enter the number and dollar amounts for Line Item 6 loans outstanding less than 30 days.

6b. 30-59 days - Enter the number and dollar amounts for Line Item 6 loans outstanding from 30 to 59 days.

6c. 60 days or more - Enter the number and dollar amounts for Line Item 6 loans outstanding for 60 days or more.

NOTE: Entries in Line Item 5 (Loans submitted to the State for reimbursement this month) or in Line Item 7 (Loans referred to district attorney during month) do not directly affect entries in Line Item 6 (Loan balances outstanding, end of month). In other words, submission to the state or referral to the district attorney does not, of itself, reduce the loan balance. When money is received by the county from state reimbursement or as a result of the district attorney's efforts, the loan balances are reduced accordingly, and the receipt is reflected as a loan repayment in Line Items 4a or 4b, depending on whether or not it fully repays the loan.

The entry in Line Item 6, Column 2 will ordinarily be the sum of the amount of loans outstanding last month and the amount of loans approved this month minus the amount of loan repayments during this month (Line Item 6, Column 2 (last month) plus Line Item 1, Column 2 minus Line Item 4, Column 2).

7. Loans Referred to District Attorney During Month - Enter the number and dollar amount of all loans referred to the district attorney or other appropriate county officer during the report month. (This

includes loans referred to the County Collection Unit.) The dollar amount to be reported is the original amount of the loan, less any repayments which may have been made, that is, the loan balances outstanding.

26-215.90 FORM (ABD 215)

26-215.90

Fill in the information requested at the top and bottom of the report form and show the figures required for each line item. Zero entries need not be made.

Send one copy (by the 20th of each month) to:

Department of Social Services
 Statistical Services Bureau
 744 P Street, Mail Station 12-81
 Sacramento, CA 95814

EMERGENCY LOANS — MONTHLY STATISTICAL REPORT

County		Month	
ITEM	NUMBER (1)	AMOUNT (2)	
1. Loans approved this month (sum of a + b, below)	_____	\$ _____	
a. SSI/SSP Loans	_____	_____	
b. RSDHI Loans	_____	_____	
2. Loans denied this month	_____	XXX	
3. Detail of loans approved this month:	<div> <div>SSI/SSP</div> <div>RSDHI</div> </div>	<div> <div>\$ 0 - 50</div> <div>51 - 100</div> <div>101 - 150</div> <div>151 - 200</div> <div>201 - 250</div> </div>	
a. _____	_____	_____	
b. _____	_____	_____	
c. _____	_____	_____	
d. _____	_____	_____	
e. _____	_____	_____	
<i>* Must equal the sum of Items 3a-3e</i>			
4. Loan repayments during the month, total (sum of a + b, below)	_____	_____	
a. Loans fully repaid (sum of (1) + (2), below)	_____	_____	
(1) By recipients	_____	_____	
(2) State reimbursement (sum of (a) + (b), below)	_____	_____	
(a) SSI/SSP Loans	_____	_____	
(b) RSDHI Loans	_____	_____	
b. Loans partially repaid	_____	_____	
5. Loans submitted to State for reimbursement this month (sum of a + b, below)	_____	_____	
a. SSI/SSP Loans	_____	_____	
b. RSDHI Loans	_____	_____	
6. Loan balances outstanding, end of month:			
TOTAL (sum of 6a through 6c, below)	_____	_____	
a. Less than 30 days	_____	_____	
b. 30 — 59 days	_____	_____	
c. 60 days or more	_____	_____	
7. Loans referred to district attorney during month	_____	_____	
PERSON TO CONTACT REGARDING THIS FORM		TELEPHONE	DATE